



CITY OF REDMOND
ADDENDUM TO SUBMITTAL
REQUIREMENTS

January 8, 2003

***** Important *****

Please be aware that as of February 1st, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:

Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4

Tuesday: 8:30-10 and 10 to 11:30

Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
 - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
 - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
SPECIAL USE PERMIT

Project _____

Date _____

Applications delivered by courier or by mail **will not be accepted.**

Please note that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003.**

I. APPLICABILITY/BACKGROUND

All building and construction permits require the review and approval of a site plan **except for:**

- A. Detached single family residential buildings;
- B. Signs determined by the Code Administrator to comply with review criteria set forth in Section 20F.20.60;
- C. Tenant improvements not encompassing modification to the exterior of an existing building.

The Technical Committee, composed of the Departments of Planning and Public Works, reviews all site plans for compliance with the State Environmental Policy Act and the Redmond Community Development Guide.

The Technical Committee may refer any application requiring a building permit to the Design Review Board for review based upon a determination of non-compliance with review criteria set forth in Section 20F.20. 60 of the Redmond Community Development Guide.

The applicant shall check each item below to confirm the item is included in the application. A General Development Permit application packet shall include the following:

II. PROFESSIONAL PREPARATION

All components of the site plan applications shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be provided on the face of site plan review application materials.

III. GENERAL

- ☐ A. Completed General Application Form.
- ☐ B. Application Fees.
- ☐ C. Vicinity map with labeled streets and north arrow.
- ☐ D. Three (3) copies of SAO Report (see 20D.140 or SAO User's Guide to determine if applicable).

- ☐ E. Three (3) copies of a Preliminary Stormwater Report prepared by a registered Civil engineer including:
 - 1. Map of off-site areas draining on-site.
 - 2. Preliminary stormwater calculations of 6 months, 2 year, 10 year, 25 year and 100 year storm peak flow rates for:
 - Pre Development (wooded or meadow site)
 - Post Development (proposal)
 - 3. Approximate sizing of Stormwater Quality and Quantity Control systems
- ☐ F. State Environmental Policy Act (SEPA).

Nine (9) copies of a City of Redmond SEPA Checklist are required with a complete response provided to all questions.
- ☐ G. Depending upon the size of the project, seven (7) copies of a traffic study may be required. Please consult the Transportation Division Office at 425-556-2881.
- ☐ H. Three (3) sets of self adhesive mailing labels containing the names and addresses of all property owners within 300 feet of the subject property, keyed to a copy of the assessor map identifying all properties receiving notification (available from the King County Assessor's office).
- ☐ I. Ten (10) copies of the statement of design intent are optional (up to one page).
- ☐ J. Submittal of photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print).
 - 1. Existing structures
 - 2. Pertinent site conditions
 - 3. Adjacent properties and structures
 - 4. Direction of access to the site
- ☐ K. Special Design Requirements for specific districts or uses.
- ☐ L. For projects proposed to be phased, please provide details and plans about the phasing.

(Note: Other information relating to design and siting of proposed development, including site sections, and/or soils report may be required during the review process.)

IV. **FORMAT**

For multi-sheet applications, the site plans, and landscape plan shall all use the same base maps unless prior arrangements have been made.

- ☐ A. Ten (10) sets of site plans (which includes all information on cover sheet A, attached), sheet size 22"x34", drawn to engineering scale of 1" = 20', or 1" = 10' if previously approved. Completed Cover Sheet A must be attached.
- ☐ B. Ten (10) sets of landscape plans (which includes all information on cover sheet B, attached), sheet size 22"x34", drawn to engineering scale of 1" = 20'. Completed Cover Sheet B must be attached.
- ☐ C. Ten (10) sets of building elevations, floor plans and roof plans (which includes all information on cover sheet C, attached), sheet size 22"x34" (or larger, if necessary), drawn to architectural scale of 1/8" or 1/4" = 1'. Completed Cover Sheet C must be attached.
- ☐ D. For large sites, ten (10) copies of a composite site plan and a composite landscape plan showing the entire site on one 22"x34" sheet.

V. DESIGN REVIEW

The following items must be submitted at least 14 days prior to the Design Review Board meeting.

- ☐ A. Twelve (12) copies of a Statement of Design Intent consistent with the standards set forth in RCDG Chapter 20D.40, Design Standards. The statement should include text and conceptual drawings and should be based upon a well-defined concept which responds to the community goals and policies identified within Chapter 20D.40, Design Standards.
- ☐ B. Twelve (12) copies of an 8 1/2 x 11 sheet outlining all site requirements including front, street, rear and side setbacks, maximum height, maximum lot coverage of structures and/or impervious surface area, maximum FAR/density, minimum and maximum parking spaces and minimum landscaping requirement. This sheet shall be stapled to the front of the reduced plans described in item C below.
- ☐ C. Twelve (12) sets of reduced site, civil, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property) no larger than 11" x 17".
- ☐ D. One full-sized set of site, civil, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, and lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property). Plans shall not be mounted on boards and shall be provided at the meeting.
- ☐ E. One full-size set of landscape plans only (not mounted on form board).
- ☐ F. One full-sized set of **colored** site, elevations and landscape plans mounted on foam board. Elevations must show screening of roof top mechanical equipment.
- ☐ G. Photos of the subject and adjacent properties keyed to the contextual site plan required in items C and D above. Photos may be provided at the meeting.
- ☐ H. Final color and material boards to include all significant materials and colors for:
 - Exterior Finish
 - Windows/Frames
 - Doors/Frames
 - Trim, Flashings, etc.
 - Roofing (if visible)

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with the Technical Committee and Design Review Board. Application submittal requirements for pre-application meetings are available at the Permit Center. Conferences are scheduled in person at the Permit Center and are only scheduled when all pre-application meeting submittal requirements have been submitted.

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CITY OF REDMOND
GENERAL DEVELOPMENT PERMIT APPLICATION
REQUIREMENTS
COVER SHEET A - SITE PLAN

Project _____

Date _____

Attached are ten (10) sets of site plans, sheet size 22"x34", drawn to engineering scale of 1" = 20'.

Applicant shall check each item below to confirm the item is included on the site plan.

- ☐ Plans have been stamped and signed by the appropriate professional.
- ☐ 1. General Information:
- ___a. Legal description and parcel number(s) of the subject property
 - ___b. Proposed UBC Construction type
 - ___c. Site size: gross and net (square feet and acres)
 - ___d. Dwelling units allowed and proposed (residential)
 - ___e. Gross floor area allowed and proposed (non-residential)
 - ___f. Open Space/landscaping required and provided
 - ___g. Impervious surface allowed and proposed
 - ___h. Parking required, and provided
 - ___i. Building height allowed and proposed
- ☐ 2. On-site Traffic Circulation including consideration for the following:
- ___a. Backing zones (away from heavy use areas)
 - ___b. Fire Department access and turnaround
 - ___c. Stacking/queuing of vehicles
 - ___d. Drop off zones
 - ___e. Parking areas, including stall delineation and dimensions
 - ___f. Truck/delivery areas with dimensions and turning radii
 - ___g. Parking layout (designed by a registered engineer for parking lots exceeding 200 spaces)
- ☐ 3. Pedestrian/Transit/Bike Access:
- ___a. Sidewalk locations
 - ___b. Bike rack locations
 - ___c. Pedestrian circulation within parking lot
 - ___d. Connections to adjacent properties
 - ___e. Public Safety features
 - ___f. Connection from parking to building entrances

For the subject property and surrounding properties within fifty (50) feet of the subject property unless otherwise noted, including adjacent rights-of-way, the following information shall be shown. These items shall be prepared by a registered Civil engineer in accordance with **City of Redmond Design Standards** using 1990 City of Redmond datum:

- ☐ 4. On and off-site conditions, existing and proposed.
- ___a. Existing and proposed property lines and lots.
 - ___b. Dimensions and ground elevations of existing and proposed structure(s).
 - ___c. Proposed topography including heights of proposed retaining structures and rockeries.
 - ___d. Profiles of existing or proposed road grades in excess of 10 percent.
 - ___e. Existing and/or proposed easements.
 - ___f. Existing and/or proposed public or common use areas.
 - ___g. Fences and other development features.
 - ___h. Distances between existing and proposed structures on and off the subject property.
 - ___i. All existing and proposed driveways, intersections and lane channelization within 150 feet of the subject property.
 - ___j. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas.
 - ___k. Tree Preservation
 - Preliminary Tree Preservation Plan showing the surveyed location and drip line of all trees four (4)-inches or greater in diameter at breast height (4½' above grade) within the site and for fifty (50) feet outside of the site. Individual trees shall be identified by size and species.
 - Where stands of more than twenty-five (25) trees will not be disturbed, the applicant must depict the size and species name of each significant tree, with the drip line of the stand together with a note indicating the total number of significant trees within the stand.
 - Each tree shown must be designated as removed, saved, or retained (saved trees are those trees that count toward the 35% tree retention requirement).
 - The five-foot drip-line setback shall also be shown for all trees proposed to be saved.
 - A tree health assessment prepared by a certified arborist shall be required for all trees on site that are 4-6 inches in diameter to verify which, if any may be considered as significant. The tree health assessment shall also verify that all trees designated as saved are healthy trees.
 - A final tree preservation plan identifying removed trees, saved trees and retained trees, will be required with the Building Permit submittal.
 - ___l. Existing and proposed roadway improvements, including sidewalk curb and gutter, tapers and street lights within 150 feet of the subject property.
 - ___m. Existing topography at 2 foot contours based upon an actual field survey. Larger contour intervals may be allowed on steep sites. Spot elevations of existing and proposed conditions may be shown for flat sites with no more than 5 feet of total elevation change.
 - ___n. Existing and proposed utilities:
 - ___i. location and size of water facilities (Design Standards available at the Permit Center)
 - ___ii. location and size of sanitary sewer facilities (Design Standards available at the Permit Center)
 - ___iii. storm sewer
 - ___iv. power
 - ___v. gas
 - ___vi. telephone and cable
 - ___vii. fire hydrants

- ☐viii. power poles
- ☐ix. vaults
- ☐x. boxes
- ☐xi. underground duct runs

NOTE: Failure to include all above items will result in the application being deemed incomplete and will not be reviewed until complete.

I certify that the above-checked items are included as part of the application.

Applicant or Representative

Date

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CITY OF REDMOND
GENERAL DEVELOPMENT PERMIT APPLICATION
REQUIREMENTS
COVER SHEET B - LANDSCAPE PLAN

Project _____

Date _____

Attached are ten (10) sets of landscape plans, sheet size 22"x34", drawn to engineering scale of 1" = 20'.

Applicant shall check each item below to confirm the item is included on the landscape plan.

- ☐ Plans have been stamped and signed by the appropriate professional.
- ☐ 1. A conceptual drawing indicating the following in accordance with Redmond Community Development Guide Section 20D.80.10, Landscaping and Natural Screening.
 - ___a. existing vegetation to be retained
 - ___b. general location of proposed trees, shrubs and ground cover
 - ___c. a plant schedule providing the scientific name, common name, size and spacing of each plant as well as specie alternatives for trees, shrub masses and ground cover
 - ___d. vegetation for blank screening. Alternatives to blank wall screening/relief could include:
 - i Material Differentiation
 - ii Texture Pattern
 - iii Color Variation
 - ___e. parking/vehicle use area screening
 - ___f. Proposed location and species of replacement trees required. Replacement trees shall be designated as such on the plan and be distinguished from other landscape trees.
- ☐ 2. Location, square footage, percentage, and dimensions of applicable landscape areas.
 - ___a. Interior parking lot landscaping with computation of vehicle use areas - all zones
 - ___b. Linkage system landscaping - Downtown zone only
 - ___c. Perimeter landscaping and parking lot perimeter landscaping
 - ___d. Foundation planting
 - ___e. Minimum required and proposed site landscaping (percentage)

NOTE: Failure to include all above items will result in review delays.

Applicant or Representative

Date

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CITY OF REDMOND
GENERAL DEVELOPMENT PERMIT APPLICATION
REQUIREMENTS
COVER SHEET C - BUILDING ELEVATIONS, FLOOR PLANS
AND ROOF PLANS

Project_____

Date_____

Attached are ten (10) sets of building elevations, sheet size 22"x34" (or larger, if necessary), drawn to architectural scale of 1/8" or 1/4" = 1'.

Applicant shall check each item below to confirm the item is addressed.

- ☐ Plans have been stamped and signed by a licensed architect.
- ☐ 1. Front, rear and side building elevations of proposed structures showing proposed colors and materials with shadows to clarify building massing. Please review the Redmond Community Development Guide Section 20D.40, Design Standards. Elevations shall include the following:
 - ___a. Doors and windows
 - ___b. Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters, etc.)
 - ___c. Scuppers and downspouts
 - ___d. Exterior lighting fixtures/surveillance devices
 - ___e. Notes and graphic representation of exterior materials and architectural details
 - ___f. Height of buildings measured in accordance with the definition contained in Section 20A.20.080
- ☐ 2. Floor plans including:
 - ___a. On-grade floor plans
 - ___b. Upper floor plans (if applicable)
 - ___c. Below grade parking plan (if applicable)
- ☐ 3. Color and material boards to include all significant materials and colors for:
 - ___a. Exterior finish
 - ___b. Windows/Frames
 - ___c. Doors/Frames
 - ___d. Trim, flashings, etc.
 - ___e. Roofing (if visible)
- ☐ 4. One set of colored elevations.
- ☐ 5. Roof plan and rooftop mechanical equipment screening details including:
 - ___a. Color
 - ___b. Materials
 - ___c. Height
 - ___d. Sight angles within 500 feet
- ☐ 6. Dumpster screening details including:
 - ___a. Colors
 - ___b. Materials

- ☐ c. Height
- ☐ d. On grade utility enclosures
- ☐ e. Screen type (wall or landscape)
- ☐ f. Noise attenuation
- ☐ 7. Exterior lighting plans including:
 - ☐ a. General site lighting and fixture detail, including height
 - ☐ b. Parking areas
 - ☐ c. Building: Wall/Soffets
 - ☐ d. Sidewalks/Pedestrian routes
 - ☐ e. Fixture types and locations
 - ☐ f. Foot candle patterns to ensure no off-site glare or "dark" areas (for safety)
- ☐ 8. Exterior signage concept (for commercial buildings and multi-family housing).
- ☐ 9. Adjacent, existing structures shall also be shown if within 10 feet of property line.

NOTE: Failure to include all above items will result in review delays.

Applicant or Representative

Date